



4-H Online



Re-Enrollment Instructions

For families with an existing 4HOnline account

1. Go to in.4honline.com using Google Chrome, Firefox, or Safari as your internet browser
2. If you have logged in your 4HOnline account before and remember your password, log into your account and skip to step #8.
3. **If you have never logged into your 4HOnline account before**, contact the office at (812) 738-4236 to obtain the email address that is on file for your account or to add an email address to your account.
4. **If you do not know your password** you may select "I forgot my password" for a temporary password to be sent to your email, OR call the office at (812)738-4236 and we can send you a temporary password.
5. Once you receive your temporary password, select "I have a profile" and enter the temporary password and click "Login".
6. Once you Login, you will be prompted to create a new password. Enter a new password that you will remember!
7. Click continue to go to your Family Member List
The Member List will show all of the youth members and adult volunteers in your family who were enrolled in the previous year.
8. Click "Edit" next to the inactive member you would like to re-enroll
9. To update your family info, click "Edit Family"
10. Scroll to the bottom of the record review page and click "Enroll in 2019-2020".
11. Update any personal info and click "Continue" at the bottom of the page.
12. Read the Additional Info carefully. Mark the checkbox and/or sign each section. This section will be locked for editing after the enrollment has been submitted.
13. Click "Continue"
14. Review and edit your Clubs if necessary. Only Clubs in which the member will participate during the current program year should be listed. Click Continue after reviewing or editing.
15. Review and edit projects as needed and click continue. *Only projects in which the member will participate during the year should be listed. Previous year projects will remain on the enrollment history. Remove projects listed in which the member will no longer participate.*
16. Skip over groups as they are optional and click "Continue".
17. An individual invoice is created for every Youth member and Adult Volunteer.
Enrollment is not complete until it has been submitted AND payment of regular 4-H enrollment of \$15 is received. Click continue to view your invoice, select payment method, confirm payment and click **SUBMIT YOUR ENROLLMENT.**
18. You will receive an email notification that your enrollment has been submitted.
19. You will also receive a second email notification when we have reviewed and accepted your enrollment.

No Computer? No Problem! Here at the office we have computers available to help your family re-enroll.

Need Assistance? We are Happy to Help! Give us a call at (812)738-4236, stop by the office, or email Anna at denny4@purdue.edu or Rebecca at wilkins33@purdue.edu for any questions or troubleshooting.